

108.7 USE OF PAID LEAVE FOR FAMILY AND MEDICAL LEAVE

Employees must use all accrued paid leave concurrently with any FMLA leave. Paid leave includes sick leave, vacation leave, personal days, and comp time prior to using unpaid leave. All paid and unpaid leave meeting the FMLA criteria will be considered as family and medical leave and will be counted toward the 12-week period. While paid leave is being taken, employees will continue to accrue vacation and sick leave, and can use that accrual in the next pay period if applicable. Performance increases which would have been effective during a time when an employee is on approved family and medical leave will be enacted upon their reinstatement and made retroactive related to any paid time that the employee received during their family and medical leave.